

**THE GROVE CLUB**  
***JOB DESCRIPTION***

**Job Title:** Executive Sous Chef

**Department:** Food and Beverage

**General Summary of Duties**

While in close collaboration with the Executive Chef and the culinary team, the Executive Sous Chef will be responsible for overseeing daily kitchen operations, creating and executing exceptional menus, and ensuring a seamless dining experience for our members and guests.

**Examples of Duties (including but not limited to the following)**

- Establishes and maintains professional relationships with members and coworkers.
- Always displays the highest standards of service, greeting and welcoming members in a polite, gracious, and enthusiastic manner.
- Demonstrates professional conduct and proper etiquette.
- Responds quickly and positively to members' questions, requests, problems, and complaints and resolves them effectively and consistently.
- Maintains overall knowledge of the club and provides proactive assistance to customers when appropriate using clear and concise conversation.
- Assists the Executive Chef in managing all aspects of kitchen operations, ensuring adherence to quality, safety, and sanitation standards.
- Leads and inspires the culinary team, fostering a culture of teamwork, growth, and continuous improvement.
- Oversees the training and development of kitchen staff, encouraging professional growth and maintaining a cohesive team dynamic.
- Collaborates with the Executive Chef to create seasonal and innovative menus that showcase local, sustainable, and high-quality ingredients.
- Maintains a strong grasp of current culinary trends, striving to present unique and exciting dishes that cater to diverse tastes and dietary preferences.
- Executes menus with precision and consistency, ensuring that every dish meets the club's standards of excellence.
- Manages day-to-day kitchen operations, including food preparation, cooking, plating, and presentation.
- Monitors inventory levels and ensures proper storage and handling of food items to minimize waste and maintain cost control.
- Oversees kitchen equipment maintenance and ensures all kitchen equipment is in excellent working condition.
- Enforces strict adherence to health and safety regulations, ensuring a clean and hygienic kitchen environment.
- Conducts regular inspections of food preparation areas to maintain the highest standards of cleanliness and sanitation.
- Collaborates with the Executive Chef and event planning team to design and execute culinary offerings for special events, banquets, and private functions.
- Coordinates with service staff to ensure timely and efficient food service during events.
- Develops and maintains strong relationships with suppliers and vendors to ensure the procurement of top-quality ingredients at competitive prices.
- Follows and enforces compliance with applicable health, safety, food handling, and hygiene codes and standards.

- Performs other related duties as assigned.

### **Required Qualifications**

- Culinary degree or equivalent culinary training
- Minimum of five (5) years of progressive experience in high-end restaurants, hotels, or private clubs, with at least 2 years in a supervisory role
- Strong understanding of various culinary techniques, cuisines, and food presentation
- Proven ability to lead and mentor a diverse team of culinary professionals
- Exceptional creativity and passion for delivering unique and exceptional dining experiences
- Excellent organizational, communication, and problem-solving skills
- Ability to work flexible hours, including weekends and holidays, to meet the demands of the club's dining schedule
- Must be able to stand, sit, or walk for extended periods of time

### **Position Details**

- Job Type: Full-time
- Work setting(s): Casual dining restaurant, Fine dining restaurant, Upscale casual restaurant
- Location: College Grove, TN: Reliably commute or planning to relocate before starting work (Required)
- Work Location: In person

**This job description is not intended to cover or contain a comprehensive listing of all activities, duties or responsibilities that may be required.**